

ENTERING THE COLLEGE

General Admissions
Admission By Degree Program
Learning Support Policies
Other Admissions Categories
The Associate of Science in Nursing Degree Program
Residence Policy
Privacy Act
Equal Opportunity Policy
Compliance With Drug-Free Act



GENERAL ADMISSIONS

PHILOSOPHY

South Georgia College welcomes applications for admission from men and women who have graduated from high school or hold an equivalency certificate (GED). Students are admitted to appropriate classes on the basis of placement test scores. The policy of South Georgia College is to admit only those students who demonstrate reasonable promise of success and who can profit from the educational programs of the College. Admission requirements vary according to the degree or certificate sought.

PROCEDURES FOR ALL FIRST-TIME STUDENTS

Students applying for admission to a degree or certificate program at South Georgia College must submit the following items to the Director of Admissions and Records:

1. **Application Form** -- A completed application form accompanied by a \$20.00 non-refundable application fee. You may apply on-line at www.sga.edu.
2. **High School Transcript** -- An official transcript of high school records showing graduation date and/or official GED scores.
3. **SAT or ACT scores** -- For home schooled applicants, joint enrollment/early admission applicants, and applicants for admission to the A.S. in Nursing program, an official record of the scores on the Scholastic Assessment Test (SAT) or the American College Testing (ACT) program.
4. **COMPASS scores** -- COMPASS scores are required for determination of subsequent learning support placement. Students may exempt the COMPASS English and reading tests with an SAT verbal score of 430 (ACT English of 17) and completion (if applicable) of Georgia's College Preparatory Curriculum in English. Students may exempt the COMPASS math test with an SAT math score of 400 (ACT math of 17) and completion (if applicable) of Georgia's College Preparatory Curriculum in math. Please see section on learning support on page 36.
5. **Immunization Form** -- A completed University System of Georgia immunization form. Please see section on immunization on page 34.
6. **TOEFL** -- All prospective students whose first language or mother tongue is not English must, as part of the application procedure, submit an official report of scores attained on the Test of English as a Foreign Language (TOEFL).

All materials must be submitted by the appropriate application deadline published in the **Important Dates** section of this catalog.

Falsification of materials submitted for admissions or any other records at South Georgia College is grounds for dismissal and revocation of any degree, certificate, or credit earned.

Information about and application forms for the national Scholastic Assessment Test (SAT) may be obtained from high school counselors or from the College Entrance Examination Board, Box 592, Princeton, NJ 08541, or online at www.collegeboard.com. South Georgia College's code number to be entered on the examination is 5619.

Information about and application forms for the American College Testing (ACT) program may be obtained by writing ACT, 2201 N. Dodge Street, P.O. Box 168, Iowa City, IA 52243, or online at www.act.org. South Georgia College's code number to be entered on the examination is 0862.

TRANSFER STUDENTS

South Georgia College welcomes applications from students who wish to transfer to SGC from other institutions. In addition to the items listed under "Procedures for All First-Time Students," transfer students must request the registrars of all former schools to send official academic transcripts to South Georgia College. Failure to report previous college attendance at the time of admission is sufficient cause for cancellation of the student's enrollment and of any credit earned at South Georgia College. The Office of Admissions works individually with each transfer student to ensure the proper documents are submitted.

All academic credit attempted at previous institutions will be reviewed by the College. To be awarded an A.A., A.S., or A.A.S. degree by South Georgia College, at least 18 semester hours of the academic credit used toward that degree must be earned at South Georgia College. To be awarded a certificate by South Georgia College, at least half of the academic credit used toward that certificate must be earned at South Georgia College. In unusual or compelling circumstances, students may appeal to the Vice President for Academic Affairs for exceptions. To be awarded an A.S.N. degree by South Georgia College, all courses in the curriculum with an NURS prefix must be earned at South Georgia College. Any exceptions must receive approval from the Chair of the Nursing Division.

Courses transferred for credit from other institutions must have an overall average of "C." Applicants who have completed fewer than 30 semester credit hours will be considered "first-time freshmen" and must meet the appropriate admissions requirements set forth for their intended program of study. Credit may be awarded for actual course work, training provided by the Armed Forces or services schools, or professional certification. The institution retains the right to determine the amount of credit to be awarded. Institutional procedures require that the credit awarded be validated by the credit by examination process on campus. Credit awarded must be appropriately related to a student's educational program at South Georgia College.

Students who have official transcripts submitted by all former schools no later than the application deadline for the term in which they intend to enroll will be notified in writing prior to registration what credit was accepted for transfer. Students who have official transcripts submitted after the application deadline will be notified by the end of their first term of enrollment what credit was accepted for transfer.

An applicant will not be considered for admission unless the transcript of the college or university last attended shows that the student is eligible to return to that institution or unless the officials of the institution last attended recommend the applicant's admission. If two or more calendar years have elapsed since the applicant's dismissal from the last college or university attended, however, South Georgia College may, at its discretion, review the application through established procedures to determine whether or not admission should be granted. Students with uncompleted Learning support requirements at their previous institution may be admitted only in accordance with the Learning support policies and procedures established by the University System of Georgia and South Georgia College.

An applicant transferring into an A.A. or A.S. degree program from an institution or program that did not require the College Preparatory Curriculum must submit a transcript of secondary school credits unless the applicant has earned thirty semester hours of core curriculum credit. Transfer students who have not met the College Preparatory Curriculum requirements and who have not completed the required number of hours may be admitted to the A.A. or A.S. programs only as limited admission students under the procedures established by the University System of Georgia and South Georgia College. (More information on College Preparatory

Curriculum is on pg. 34.)

RETURNING STUDENTS

Former South Georgia College students wishing to be readmitted after a period of one year (three academic terms) must complete and submit a new application form to the Admissions Office. Returning students do not have to pay an additional \$20.00 application fee. Students who have attended other post-secondary institutions since last attending South Georgia College must submit official academic transcripts from all such institutions and are subject to the guidelines detailed in the **TRANSFER STUDENT** section above. Students who were placed on Academic Suspension or Learning Support Dismissal at the end of their last period of enrollment at SGC must appeal to the Admissions Committee for readmission.

SOUTH GEORGIA COLLEGE ENTRY PROGRAM

The South Georgia College Entry Program (SGCEP) is a university entry program located on the campus of Valdosta State University. This program allows students to complete all learning support and college preparatory curriculum deficiencies, plus core college courses, in order to enter VSU as a sophomore. SGCEP students have access to all academic resources and extracurricular activities available to students of VSU.

Admissions, financial aid, and registration for SGCEP are handled through the Douglas campus of South Georgia College. SGCEP applicants are subject to the same application procedures for first-time students, transfer students, and returning students as are students applying to the main campus in Douglas.

The South Georgia College Entry Program serves students in Lowndes County and south central Georgia who do not have ready access to a two-year University System of Georgia institution.

EXTENSION/CORRESPONDENCE COURSES

The total number of hours that may be earned toward a degree by either extension or correspondence courses shall not exceed thirty semester hours.

TRANSFER OF CORE CURRICULUM “D” GRADES TO SOUTH GEORGIA COLLEGE

By University System of Georgia policy, South Georgia College treats “D” grades earned by transfer students in Core Curriculum courses the same as “D” grades earned by native South Georgia College students. Therefore, a “D” earned in MATH 1111, for example, at another University System institution would be acceptable for credit at South Georgia College with the provision that the student has an overall grade point average of 2.0 (C) on all courses transferred into South Georgia College. South Georgia College requires a minimum grade of “C” in ENGL 1101 and ENGL 1102. See page 120.

CERTIFICATE OF IMMUNIZATION

All students (freshmen and transfer, full-time and part-time) new to South Georgia College are required to submit a Certificate of Immunization prior to registering for classes. The certification must be signed by a physician or an official of a county health department. Further details may be obtained by contacting the Office of Admissions and Records at South Georgia College.

ADMISSION BY DEGREE PROGRAM

ADMISSION TO TRANSFER PROGRAMS:

ASSOCIATE OF ARTS (A.A.) AND ASSOCIATE OF SCIENCE (A.S.) DEGREES

Admission to A.A. or A.S. degree programs at South Georgia College requires a high school diploma or GED credential.

Board of Regents policy requires that the diploma should be from a high school accredited by a regional accrediting association, the Georgia Accrediting Commission, the Georgia Private School Accrediting Commission, the Accrediting Commission for Independent Study, or from a public school regulated by a school system and state department of education. Students who have a DOE High School Certificate (also called a Certificate of Performance) or a Special Education Diploma are not considered to be high school graduates. A GED would be required. A student with a GED must be at least 18 years old, or the GED student's class must have graduated from high school. There are no exceptions to the requirement that a freshman have either a high school diploma or the GED. A passing score on the GED is sufficient for admission.

Students enrolling in A.A. or A.S. programs must have completed the 16 units of the College Preparatory Curriculum (CPC, as defined by the Georgia Department of Education) or the 13 academic units of the Technology/Career Preparatory Program (TC or Tech/Prep) in high school. Regardless of the diploma earned in high school and accepted for admission, each student will be evaluated to determine satisfactory completion of the 16 courses of the CPC.

A minimum high school grade point average (HSGPA) is required as follows:

College Preparatory Curriculum: Each student will be evaluated to determine satisfactory completion of the 16 units of the CPC. Students with the CPC must have a 2.0 HSGPA calculated based on the grades in the 16 units of the CPC.

Technology/Career Preparatory Curriculum: Each student will be evaluated to determine satisfactory completion of the 13 units of the TC. Students with the TC must have a 2.2 HSPGA calculated based on the grades in the 13 academic units of the TC.

Students who have not completed the 16 units of the CPC must take additional courses to make up for the CPC course deficiencies. Students who enter with a TC diploma, students from private high schools or other states, students with a Georgia DOE General Diploma, and home schooled students must be evaluated for CPC completion and must take addition courses as necessary, following USG policy.

Students who have not completed either the CPC or Tech/Prep courses requirements or who do not have the minimum HSGPA requirement, but show other evidence of ability to succeed, may be granted admission through Presidential Exceptions. Candidates for Presidential Exceptions are evaluated on a case-by-case basis, and there is no explicit or implicit guarantee of

admission through this route.

All students applying for admission to A.A. or A.S. degree programs must be tested for placement in learning support in English, reading, and mathematics. Students who have SAT or ACT scores may exempt placement testing if they meet the following requirements:

1. SAT Verbal score of 430 or an ACT English score of 17 and completion of the CPC in English in high school (where applicable*) to exempt placement testing in LS English and reading;
2. SAT Math score of 400 or ACT Mathematics score of 17 and completion of the CPC in math in high school (where applicable*) to exempt placement testing in math.

*The College Preparatory curriculum does not apply to students who have been out of high school at least five years and whose high school class graduated at least five years ago. Students who accumulate thirty or more semester hours of college-level credit before completing all CPC requirements may not register for other courses unless they also register for the appropriate deficiency course or courses.

The 16 specified University System CPC courses are:

MATHEMATICS -- 4 college preparatory Carnegie units of mathematics, including Algebra I, Algebra II, and Geometry, and an additional mathematics course that has these courses as prerequisites.

ENGLISH -- 4 college preparatory Carnegie units which have as their emphasis grammar and usage, literature (American, English, World), and advanced composition skills.

SCIENCE -- 3 college preparatory Carnegie units of science, with at least one laboratory course from the life sciences and one laboratory course from the physical sciences.

SOCIAL SCIENCE -- 3 college preparatory Carnegie units of social science, with at least one course focusing on United States studies and one course focusing on world studies.

FOREIGN LANGUAGE -- 2 college preparatory Carnegie units in the same foreign language emphasizing speaking, listening, reading, and writing.

ADMISSION TO CAREER PROGRAMS: ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREES AND CERTIFICATE PROGRAMS

Admission to an A.A.S. degree program requires a high school diploma or GED certificate. Screening on the COMPASS is also required. (See #4 on page 104.) Subsequent placement in learning support courses is contingent upon prerequisites (if any) for the credit courses in the specific career program in which the student is enrolled. The career programs of the College are specifically designed for those individuals who wish to enter the work force upon completion of a two-year or shorter program of study. Career programs are also designed to permit individuals already at work to enhance their job skills for advancement and promotion. Students must contact the Office of Admissions complete admissions requirements.

ADMISSION TO THE ASSOCIATE OF SCIENCE IN NURSING DEGREE PROGRAM

Admission to the A.S. degree in Nursing program at South Georgia requires a high school diploma or GED certificate as well as Scholastic Assessment Test (SAT) scores or American College Testing (ACT) scores. Screening on the COMPASS is also required. Students who earn this degree are eligible to apply to take the National Council Licensure Examination for Registered Nurses. Please see **THE ASSOCIATE OF SCIENCE IN NURSING DEGREE PROGRAM** on page 104. Admission to the Nursing program is separate from admission to the College. Students must contact the Nursing Division for complete admissions requirements. Students transferring into the South Georgia College nursing program must submit official transcripts to the SGC Nursing Division and to the SGC Admissions Office.

ADMISSION TO CERTIFICATE PROGRAMS WITH TWELVE OR FEWER HOURS OF CORE CURRICULUM

South Georgia College offers a limited number of certificate programs designed to enhance students' skills in the work place. Admission to those programs requires a high school diploma (with a 1.8 GPA or completion of the CPC) or a GED certificate. Students who have been out of high school at least five years would only have to present a high school diploma or GED. Screening on the COMPASS is also required; however, placement in learning support courses is contingent upon learning support prerequisites (if any) to the credit courses in the specific certificate program in which the student is enrolled. The certificate programs of the College are specifically designed to provide skills courses for individuals already at work. To earn the certificate, the student must make a 2.0 average on all the courses presented for completion of the certificate. **Students who subsequently seek admission to an A.A., A.S., or A.A.S. degree program must meet all requirements for admission to the subsequent program.**

LEARNING SUPPORT POLICIES

Learning support policies established by the Board of Regents for all System institutions require placement in learning support courses for students who have academic deficiencies in reading, English, and/or math for those programs of study which have learning support prerequisites. At South Georgia College, any one or more of the following indicate that deficiencies may exist and that further testing is needed: (a) reentered SAT scores of less than 430 verbal or 400 math (or ACT equivalent scores); (b) a high school grade point average of less than 2.0; (c) College Preparatory Curriculum deficiencies in English or math. COMPASS examinations in reading, English, and/or math are administered for final placement determination.

Students enrolled in A.A. or A.S. transfer degree programs are subject to reading, English, and/or math learning support placement should exam scores warrant. Students enrolled in A.A.S. and A.S.N. career degree programs are subject to reading and/or English learning support course requirements; however, math placement depends upon the major.

Students must enroll each semester in required learning support courses. While completing these required courses, they may enroll in regular credit courses which do not have learning support prerequisites or learning support corequisites. If a student is enrolled in learning support courses and regular credit courses and withdraws from a learning support

course, he/she will be withdrawn from all regular credit courses.

University System of Georgia policies require completion of all learning support course work prior to the accumulation of twenty (20) semester hours of credit. Students failing to do so will be restricted to enrollment in learning support courses until all requirements are met.

Students who do not complete requirements for a learning support area (reading, English, mathematics) after twelve semester hours or three attempts may appeal for one or two additional attempts in certain circumstances; otherwise they shall be suspended and cannot be considered for readmission for three years.

All time spent in learning support course work shall be cumulative within the University System. Additional information regarding these regulations may be obtained by contacting the Chair of the Division of Humanities/Learning Support.

Math Learning Support Students who are required to begin Math 0097 are eligible to appeal for a second additional math attempt in certain circumstances.

OTHER ADMISSIONS CATEGORIES

EARLY ADMISSIONS AND JOINT ENROLLMENT FOR HIGH SCHOOL STUDENTS (POST SECONDARY OPTIONS)

South Georgia College recognizes the need to provide academically talented high school students with opportunities for acceleration of their formal academic programs. That recognition has led to the development of two organized programs: (1) a joint enrollment program in which the student, while continuing his/her enrollment in high school as a junior or senior, enrolls in courses for college credit, and (2) an early admission program in which the student enrolls as a full-time college student following completion of the junior year of high school.

A high school student must have a minimum Scholastic Assessment Test score of 970 (or equivalent ACT scores) and be exempt from all learning support requirements in order to be eligible for either program. The student must have (a) a minimum cumulative high school grade point average of 3.0 in academic subjects, (b) written recommendation of the high school principal or counselor, and (c) written consent of parent or guardian if the student is a minor. With the exception of the high school diploma, the joint enrollment/early admissions student must also fulfill the other general admissions requirements as stated above. Students must contact the Office of Admissions and Records for complete information and requirements.

HOME-SCHOOLED STUDENTS AND GRADUATES OF NON-ACCREDITED HIGH SCHOOLS

Applicants from home schools or graduates of non-accredited high schools may validate the CPC and be admitted to South Georgia College in an alternative way. SAT I scores and satisfactory documentation of equivalent competence in each of the CPC areas at the college preparatory level may be used in lieu of Carnegie unit requirements of the CPC.

A student whose SAT I Composite (Verbal plus Mathematics) score is at least 870 and who has completed the equivalent of each of the CPC areas as documented by a portfolio of work and/or other evidence that substantiates CPC completion qualifies for consideration for admission. Students in this category must also meet the minimum 330 SAT I Verbal requirement and the minimum 310 SAT I Mathematics requirement. Students wishing to be admitted to

South Georgia College under these criteria should submit the portfolio or other evidence of CPC completion to the Admissions Office of South Georgia College at least four weeks before the beginning of the term in which the student desires to enroll. The Admissions Office staff will render a decision on the completion of each area of the CPC. In certain cases the Admissions Office staff may refer the application to the Admissions Committee for a decision.

Applicants who achieve designated scores on each of the following SAT II Subject Tests in a CPC area will be considered to have demonstrated equivalent CPC competence and do not need to submit additional documentation in that area: English Writing, Literature, Math IC or Math IIC, American History & Social Studies, World History, Biology, and one of the following: Chemistry or Physics.

Those with qualifying SAT I scores and documentation of partial CPC completion may be admitted on the same basis and with the same conditions as other students with CPC deficiencies.

ACADEMIC RENEWAL

South Georgia College students who have been readmitted or reinstated after a period of absence of five (5) calendar years or longer are eligible to apply for academic renewal. Academic renewal for the student signals the initiation of a new grade point average to be used for determining academic standing. This provision allows South Georgia College degree-seeking students who earlier experienced academic difficulty to make a fresh start and have one final opportunity to earn an associate degree at South Georgia College. Academic renewal in no way affects a student's eligibility for financial aid, admission to a particular program, or transfer to another college. Students must apply for academic renewal within one year of re-entering South Georgia College. Academic renewal may be granted only once. For additional information students should contact the Registrar.

TRANSIENT STUDENTS

A student who has taken work in a college or university may apply for the privilege of taking courses at SGC on a transient basis by presenting a letter of recommendation from the registrar of the institution that he/she last attended. This letter must indicate the courses the transient student is approved to register for at South Georgia College. Such letters should be directed to the Director of Admissions. The transient student is required to complete an application form and pay the non-refundable application fee.

ADMISSION OF NON-DEGREE SEEKING STUDENTS

A. South Georgia College permits students to enroll as non-degree students for a maximum of 12 semester credit hours (including institutional credit). Students may not enroll in any course for which there is a learning support prerequisite unless they have been screened for and have exempted the relevant learning support course.

B. The College permits students who have earned the baccalaureate degree from a regionally accredited institution to enroll as non-degree students in courses with no limitation on the number of hours or undergraduate credit these students can earn.

PERSONS 62 YEARS OF AGE OR OLDER

Residents of the State of Georgia who are 62 years of age or older at the time of registration may enroll as regular or auditing students in courses offered for resident credit on a space available basis without payment of fees, except for supplies and lab fees. Interested residents must present a birth certificate or other comparable written documentation of age to enable the College to determine eligibility. If enrolling for credit, residents must meet all System and institution undergraduate admission requirements. Residents must also meet all System, institution, and legislated degree requirements such as Regents' Test and history and constitution instruction or exams if they are degree-seeking students.

AUDIT STUDENTS

Students who submit evidence of graduation from an accredited high school or a GED certificate which satisfies the minimum score requirement of the State of Georgia may register as auditors. Students registered as auditors shall be required to pay the regular fees for enrollment.

INTERNATIONAL STUDENTS

In addition to the normal admissions rules and procedures, special regulations related to visa status, fiscal responsibilities, and language competencies govern the admission and attendance of international students at the College. All prospective students who are not citizens of the United States or resident aliens must possess one of the following: an immigrant resident visa, a resident refugee visa, or a foreign passport which bears a visa assigning the student to South Georgia College. Persons with visas which reflect any status other than these three cannot enroll at the College.

Under federal law, foreign nationals are not normally eligible for federal financial assistance funds administered by the College, nor are they normally permitted to seek or accept employment in the United States. Since it is obligatory to pay all College fees at the beginning of each semester, the circumstances regarding financial assistance and employment mean that foreign nationals must make provisions to meet all of their financial obligations prior to arrival in the United States.

The transfer of funds from foreign banks to the United States usually takes several weeks; therefore, students must start the transfer process early enough to insure that their money is at South Georgia College in time to register. Students' local banks should be able to provide specific timetables. Foreign students are expected to pay cash or have money sent directly to the business office at South Georgia College prior to registration. If money is sent to the business office, the College will deduct the appropriate fees and costs of books, housing, and food before any money is released to the student.

All non-citizens who are admitted to the College must purchase the health and accident insurance made available to all South Georgia College students, or show proof of comparable insurance. All students admitted to the College who acquire and operate a motor vehicle should purchase sufficient liability insurance to satisfy the requirements of Georgia state law. Both the health insurance and liability insurance must be maintained during the student's entire period of attendance at the College.

All prospective students whose first language or mother tongue is not English must, as part of the application procedure, have forwarded to the Director of Admissions an official report

of scores attained on the Test of English as a Foreign Language (TOEFL). Minimum TOEFL scores of 523 on the paper TOEFL or 193 on the computer TOEFL are required for admission. Information and applications for the TOEFL are available upon request from the Educational Testing Service, Box 899, Princeton, New Jersey 08540 USA. In addition, applicants must have the equivalent of a U.S. high school diploma with the equivalent of a 2.0 minimum grade point average on a 4.0 scale on all academic work.

Any student who has attended a post-secondary institution outside the United States must submit official transcripts from each institution attended. In addition, the student must also provide South Georgia College with an English translation of the transcripts and an evaluation of the transcripts done by an official evaluation service. Contact the Admissions Office for recommended foreign credential evaluators. The evaluators charge a fee for their services.

ACCOMMODATIONS FOR LEARNING DISABILITIES AND/OR PHYSICAL DISABILITIES

Applicants for admission with validated learning disabilities and/or physical disabilities which should be considered in the admissions process are required to provide the institution with appropriate information and documentation at the time their applications are submitted. Questions and requests for information regarding learning disabilities should be directed to the Office of Student Support Services. The telephone number is (912) 389-4318. Questions and requests for information regarding physical disabilities should be directed to the Office of the Vice President for Student Affairs. The telephone number is (912) 389-4244.

THE ASSOCIATE OF SCIENCE IN NURSING DEGREE PROGRAM

To be considered for admission to the nursing program, the prospective student must meet the general education requirements of South Georgia College and the Nursing Division. Students may apply to the nursing program after October 1 of the year prior to the year she/he wishes to begin the nursing program. Because of limited classroom and clinical spaces, the College reserves the right to restrict enrollment in the nursing program. Students awaiting acceptance into the nursing program will be designated pre-nursing majors and may take general education courses appropriate to the nursing program. Students must contact the Office of Admissions and Records for complete admissions requirements. The South Georgia College Division of Nursing continues full approval by the Georgia Board of Nursing (237 Coliseum Drive; Macon, GA 31217-3858; phone - 478-207-1640).

To make application for admission to the nursing program, the student must:

1. Submit Scholastic Assessment Test (SAT) or American College Test (ACT) scores.
2. Complete and submit an application for admission to South Georgia College.
3. Submit copies of all transcripts from institutions previously attended to the South Georgia College Admissions Office as well as to the Division of Nursing.
4. Meet academic admissions criteria.
a. Unconditional admission: To be fully admitted to the nursing program, the

student must have a combined minimum SAT score of 920 (or ACT of 20) and a minimum cumulative GPA of 2.3 on all college work attempted. Prospective students without college work must have a minimum high school GPA of 2.0. The non-traditional student with a GED and SAT score of at least 920 will be eligible for admission.

- b. **Alternative admission:** The student whose SAT scores fall below 920 (or CT below 20) or high school GPA falls below 2.0 may be admitted to the nursing program upon the completion of 21 semester hours of college work. Eight of the hours must be BIOL 2210K and BIOL 2211K with a minimum grade of C in each course. The student must also have a minimum cumulative GPA of 2.3 on all college work attempted.

The prospective student must complete all required learning support courses before taking any nursing courses and complete MATH 0090 if the COMPASS math score is less than 37.

5. After receiving a letter of tentative acceptance from the Division of Nursing, call and schedule an orientation to nursing meeting with the Secretary of the Division of Nursing.
6. Complete required immunizations. Students will also be required to submit a health form upon acceptance into the nursing program.

NURSING APPLICATION DEADLINES

LPNs wishing to apply for the summer bridge program must apply to the Division of Nursing after October 1 of the year prior to the year they wish to enter the bridge program.

The deadline for submission of applications to NURS 1104 (Career mobility for LPNs to RNs) is January 15.

Students wishing to enter the nursing program in fall semester must apply to the Division of Nursing after October 1 of the year prior to the year they wish to enter the nursing program. The deadline for submission of applications to begin the nursing program in the fall semester is February 15.

SCIENCE/GENERAL EDUCATION PERFORMANCE REQUIREMENTS

A minimum grade of C is required in all science courses included in the curriculum for nursing. A student who makes less than a C in more than one required science course will not be eligible for admission to, or progression in, the nursing program. Grades of less than C in the required science courses taken at another institution will be considered the same as if taken at South Georgia College. Academic renewal does not apply to grades of less than C in required science courses.

A minimum grade of C is required in all general education courses required for the nursing major.

Anatomy and Physiology I and II must have been completed within the previous five years for admission into the nursing program. Please contact the Division of Nursing for requirements affected by this policy.

CLINICAL EXPERIENCE

Students in nursing obtain clinical experience in the campus skills laboratory and selected community clinical facilities. The student must assume responsibility for travel to clinical agencies. Students will provide care to assigned clients regardless of diagnosis, age, sex, race, creed, or ethnic origin.

All students are required to have current CPR certification before going to clinical agencies. CPR certification must be approved by the American Heart Association or the Red Cross and must include infant, child, and adult CPR.

Health insurance is suggested and may be purchased through the college. If unable to acquire insurance, students must assume responsibility for their own health care in the event of illness, accident, or exposure to communicable disease while in the clinical area as a student from the South Georgia College Nursing Program. This would include the totality of the care needed.

At least two major clinical facilities utilized by South Georgia College require a background check and a drug screening prior to attending clinical. Based on the results of these screenings, the hospitals may choose to disallow a student to attend clinical at these sites. To complete the nursing curriculum, students must be able to attend clinicals at these sites. Failure to do so would result in the inability of the student to complete the program of study. Students must meet the facilities' requirements for both the drug screening and background check.

The clinical experience is graded as satisfactory or unsatisfactory. Two clinical experiences graded unsatisfactory during the summative period will result in a failure of the course regardless of when they occur in the semester.

ACADEMIC STANDARDS IN NURSING COURSES

A minimum grade of C is required in each nursing course. In order to begin second-level nursing courses, students must have completed PSYC 2103 and BIOL 2210K, 2211K, and 2215K with a minimum grade of C in each course. The student must also have a minimum cumulative grade point average of 2.0 in order to enter second-level nursing courses.

RECURRENT ENROLLMENT IN NURSING

Students who make less than a C in any two nursing courses, including a repeated course, will not be allowed to continue in the nursing program. Students repeating a nursing course must complete it at South Georgia College or at Waycross College unless approved by the Division Chair. Academic renewal does not apply to grades of less than C in nursing courses or required science courses.

A student who leaves the nursing program must complete a Readmission Request Form and submit it to the Chair of the Nursing Division. Students must have a cumulative GPA of at least 2.0 in order to be considered for readmission and will only be readmitted on a space available basis.

Students transferring from another nursing program must be in good standing with that program. Grades of D or lower earned in nursing courses taken at another institution will be considered the same as if taken at South Georgia College. Students transferring to the South Georgia College nursing program must be able to complete the program of study within 36 months of the time the student began a nursing program. The 36 month limit will include the

transfer student's initial enrollment in a nursing program until completion at SGC. This policy reflects the policy for beginning nursing students at SGC.

AUDITING NURSING COURSES

Students may, with the approval of the Chair of the Division of Nursing, audit nursing courses; however, students who audit nursing courses are not allowed to participate in clinical lab activities. Fees for auditors are the same as those for students registered for credit.

PROGRAM COMPLETION

Once a student begins nursing courses, he/she has a maximum of 36 months to complete the program. Once a student begins Nursing 1104 (Career Mobility for LPNs to Rns), he/she has a maximum of 24 months to complete the program. The College reserves the right to certify that courses presented for program completion are current. Students may be required to retake courses to update their skills and/or their knowledge in the field. Additional NCLEX review may be required before program completion.

ADVANCED PLACEMENT IN NURSING

Advanced placement is possible for persons who have had prior education in a program leading to licensure as a registered nurse. A comprehensive examination or examinations may be required for a student attempting advanced placement. If a student fails an exemption examination, he/she may take the course when offered. Transfer from other nursing programs is possible. Transfer students must meet admission requirements for South Georgia College and the Division of Nursing. Students interested in further details should contact the Division of Nursing. Licensed Practical Nurses (LPNs) may choose to enroll in Nursing 1104, a career mobility course to facilitate transition from LPN to RN.

PREREQUISITES FOR ADMISSION TO THE CAREER MOBILITY COURSE: NURS 1104

1. Meet the general admission requirements for South Georgia College and the Division of Nursing.
2. Possess current Georgia LPN license.
3. Complete all learning support courses.
4. Have current CPR certification approved by the American Heart Association or the Red Cross which includes infant, child, and adult CPR.
5. Complete 21 semester hours of general education requirements before enrolling in NURS 1104. Students **must** complete BIOL 2210K, BIOL 2211K, and PSYC 1101, which are included in the 21 hours. Completion of all general education courses is strongly advised before enrolling in Nursing 1104.
6. Complete MATH 0090 if COMPASS math score is less than 37.
7. BIOL 2215K and PSYC 2103 must be completed prior to entering second level nursing courses. These courses must be completed prior to or by the end of NURS 1104.

SATELLITE NURSING PROGRAM WITH WAYCROSS COLLEGE

In addition to the SGC campus program, South Georgia College and Waycross College operate a cooperative nursing program on the Waycross College campus. Students enrolled on the Waycross College campus must meet Waycross College general admission requirements. In teaching the nursing courses on the Waycross campus, SGC nursing faculty may alter the course sequence outlined in the **Courses of Instruction** section of this catalog. Requirements for nursing courses are the same on both campuses. The SGC Library provides a deposit collection of nursing resources, housed in the Waycross College Library. Students admitted to the Waycross cooperative nursing program must complete the general education requirements specified by Waycross College and must meet admission requirements for the SGC Division of Nursing. Course substitutions involving general education requirements must be approved by Waycross College. Permission to take general education courses on a transient basis must also be granted by Waycross College.

PERMISSION TO TAKE NURSING COURSES ON A TRANSIENT BASIS

Students admitted to the nursing program through Waycross College may take nursing courses on the Douglas campus only with the express written permission of the Vice President for Academic Affairs of South Georgia College. Likewise, students admitted to the nursing program through the Douglas campus may enroll in nursing courses on the Waycross campus only with the express written permission of the Vice President for Academic Affairs of South Georgia College. Such permission must be secured in advance of taking the course(s) in question. Students must be in good standing to secure transient permission. Transient permission forms may be obtained from the Division of Nursing on the Douglas campus.

COOPERATIVE PROGRAM WITH EAST CENTRAL TECHNICAL COLLEGE

The general education component of the Practical Nursing program at East Central Technical College (ECTC) may be taken at either ECTC or SGC. When the general education component is taken at SGC, the course work will be applied toward the Associate of Science in Nursing degree if a student bridges into the ASN program by successfully completing NURS 1104 (Career Mobility for LPNs to RNs) at SGC. The general education component at SGC consists of 31 semester credit hours.

All occupational courses and clinical for the practical nursing diploma will be taken at ECTC, and this diploma will be awarded from ECTC. Practical nursing students opting to complete their general education course work at SGC must meet SGC admissions requirements and complete any applicable Learning Support prerequisites.

NURSING EXPENSES

In addition to general college expenses, nursing students will need to:

1. Provide travel to and from clinical areas.
2. Purchase uniforms and insignia.
3. Acquire professional liability insurance.
4. Accept responsibility for all health care costs. Health insurance is recommended. The student may provide his/her own or may purchase it from the College.

5. Purchase nursing textbooks.
6. Purchase course syllabus for each nursing course.
7. Purchase ERI materials.

APPLICATION FOR LICENSURE

Upon completion of this program, the student is eligible to become an applicant for licensure if the student meets the requirements of the State Board of Nursing. Some of the criteria that **may** limit eligibility include:

1. Failure to demonstrate qualifications or standards for a license.
2. Deliberate misleading, deceptive, untrue or fraudulent representations in the practice of nursing.
3. Conviction in any court in this state or of the United States of a felony or any other crime involving moral turpitude.
4. Engagement in any unprofessional, unethical, deleterious conduct or practice harmful to the public.
5. Mental incompetence as judged by a court of competent jurisdiction within or outside of this state.

Clinical agencies require a background check and a drug screening at no cost to the student. Students may be denied the right to attend clinical at these facilities based on the results.

The Regents' Testing Program requirements must be met prior to enrollment in the final nursing course. The student must also satisfy legislative requirements in US/GA History and Constitution.

ACCREDITATION (NLNAC)

South Georgia College is accredited by the National League for Nursing Accrediting Commission (61 Broadway, 33rd Floor; New York, NY 10006 – 1-800-669-1656). Credits earned at the College are accepted by colleges and universities throughout the nation.

STUDENT RESIDENCE POLICY

To be considered a legal resident of Georgia for the purpose of registering at South Georgia College, a student must present evidence as follows:

1. A. If a person is 18 years of age or older, he or she may register as an in-state student only upon showing that he or she has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration.

Exceptions:

1. A student whose parent, spouse, or court-appointed guardian is a legal resident of the State of Georgia may register as a resident providing the parent, spouse, or guardian can provide proof of legal residency in the State of Georgia for at least 12 consecutive months immediately preceding the date of registration.
2. A student who previously held residency status in the State of Georgia but moved from

- the state then returned to the state in 12 or fewer months.
3. Students who are transferred to Georgia by an employer are not subject to the durational residency requirement.
- B. No emancipated minor or other person 18 years of age or older shall be deemed to have gained or acquired in-state status for tuition purposes while attending any educational institution in this state, in the absence of a clear demonstration that he or she has in fact established legal residence in this state.
2. If a parent or legal guardian of a student changes his or her legal residence to another state following a period of legal residence in Georgia, the student may retain his or her classification as an in-state student as long as he or she remains continuously enrolled in the University System of Georgia, regardless of the status of his or her parent or legal guardian.
 3. In the event that a legal resident of Georgia is appointed by a court as guardian of a nonresident minor, such minor will be permitted to register as in-state student providing the guardian can provide proof that he or she has been a resident of Georgia for the period of 12 months immediately preceding the date of the court appointment.
 4. Aliens shall be classified as nonresidents students, provided, however, that an alien who is living in this country under an immigration document permitting indefinite or permanent residence shall have the same privilege of qualifying for in-state tuition as a citizen of the United States.
 5. Waivers: South Georgia College may waive out-of-state tuition and assess in-state tuition for:
 - A. Academic Common Market. Students selected to participate in a program offered through the Academic Common Market.
 - B. International and Superior Out-of-State Students. International students and superior out-of-state students selected by the institutional president or an authorized representative, provided that the number of such waivers in effect does not exceed 2% of the equivalent full-time students enrolled at the institution in the fall term immediately preceding the term for which the out-of-state tuition is to be waived.
 - C. University System Employees and Dependents. Full-time employees of the University System, their spouses, and their dependent children.
 - D. Full-Time School Employees. Full-time employees in the public schools of Georgia or of the Department of Technical and Adult Education, their spouses, and their dependent children. Teachers employed full-time on military bases in Georgia shall also qualify for this waiver.
 - E. Career Consular Officials. Career consular offices, their spouses, and their dependent children who are citizens of the foreign nation that their consular office represents and who are stationed and living in Georgia under orders of their respective governments.
 - F. Military Personnel. Military personnel, their spouses, and their dependent children stationed in or assigned to Georgia and on active duty. The waiver can be retained by the military personnel, their spouses, and their dependent children if the military sponsor is reassigned outside of Georgia, as long as the student(s) remain(s) continuously enrolled and the military sponsor remains on active military status.
 - G. National Guard Members. Full-time members of the Georgia National Guard, their spouses, and their dependent children. (BR Minutes, April 1998, pp. 16-17).
 - H. Students enrolled in University System institutions as part of Competitive Economic Development Projects. Students who are certified by the Commissioner of the Georgia Department of Industry, Trade & Tourism as being part of a competitive economic

- development project.
- I. Students in Georgia-Based Corporations. Students who are employees of Georgia-based corporations or organizations that have contracted with the Board of Regents through University System institutions to provide out-of-state tuition differential waivers.
 - J. Students in Pilot programs. Students enrolled in special pilot programs approved by the Chancellor. The Chancellor shall evaluate institutional requests for such programs in light of good public policy and the best interests of students. If a pilot program is successful, the tuition program shall be presented to the Board for consideration.
 - K. Students in ICAPP Advantage programs. Any student participating in an ICAPP Advantage program.
 - L. Direct Exchange Program Students. Any international student who enrolls in a University System institution as a participant in a direct exchange program that provides reciprocal benefits to University System students.
 - M. Families Moving to Georgia. A dependent student who, as of the first day of term of enrollment, can provide documentation supporting that his or her supporting parent or court-appointed guardian has accepted full-time, self-sustaining employment and established domicile in the State of Georgia for reasons other than gaining the benefit of favorable tuition rates may qualify immediately for an out-of-state tuition differential waiver which will expire 12 months from the date the waiver was granted. An affected student may petition for residency status according to established procedures at the institution.
 - N. Recently Separated Military Service Personnel. Members of a uniformed military service of the United States who, within 12 months of separation from such service, enroll in an academic program and demonstrate an intent to become a permanent resident of Georgia. This waiver may be granted for not more than one year.

NOTICE TO STUDENTS REGARDING FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

South Georgia College informs students of the Family Educational Rights and Privacy Act of 1974. This act, as amended, stipulates that any student, regardless of age, who is or has been in attendance at an institution of postsecondary education, has the right to inspect and review his or her educational records within a reasonable period of time (not to exceed 45 days) after making a request for such review. In addition, this act was designed to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act. South Georgia College is in full compliance with the provisions of that legislation.

Although student records are considered confidential under this act, an exception is provided for directory information. Directory information, which may be released to the public at large, includes the following: name, dates of attendance, class, previous institutions attended, major field of study, awards, honors, degrees conferred, past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), and date and place of birth. Students have the right to prohibit the release of their own directory information by advising the Registrar in writing.

SPECIAL NOTE TO PARENTS: South Georgia College, in compliance with the Family Educational Rights and Privacy Act of 1974 ("the Buckley Amendment"), releases no personal information restricted by that Act without written consent of the student. This Act prohibits college officials from disclosing any records, including grade reports, academic standings, transcripts of records, or any other records, files, documents, and materials in whatever medium, that contain information directly related to the student and by which the student can be individually identified. Authorization for parental access to student records covered by the Act must be made in writing by the student and addressed to the Registrar, South Georgia College. Parents may have access to students' records when such students are legal dependents of those parents. Written verification will be required before any records are released.

Interested individuals may obtain further information concerning the Family Educational Rights and Privacy Act by contacting the Registrar.

EQUAL OPPORTUNITY POLICY

It is the policy of South Georgia College to ensure the fulfillment of equal opportunities for all students without regard to race, color, religion, sex, age, disability, veterans status, or national origin.

All educational, employment, housing, and other programs at South Georgia College are operated in compliance with applicable federal law.

COMPLIANCE WITH DRUG-FREE ACT

South Georgia College operates in full compliance with all of the requirements of The Drug-Free Schools and Communities Act Amendments of 1989. Information about implementation of this law is mailed to all enrolled students each fall semester. The College's written policies are found in the South Georgia College Student Handbook and the South Georgia College Public Safety Information booklet.